Assessment Criteria – AEFL Level 1 Facilitator

For successful attainment of a Level 1 Facilitator Certificate, please find below a list of the required assessment criteria -

* Completed the compulsory learning module – Available Online
* Attended a 4-day Level 1 Facilitator Clinic
* Uploaded a completed copy of a Self-Assessment form (post clinic) – Available Online
* Participated in a Post Clinic Teams meeting
* Completed the Post Clinic Practical Requirements - to be completed, and evidence submitted within 12 months of attending the Level 1 clinic.

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**Post Clinic Practical Requirements**

* Minimum 10hrs working with clients
* Each session needs to be between 30 mins & 1hr (20 x 30 min Sessions or 10 x 1hr Sessions)
* You must have a minimum of 3 different clients involved in your (min) 10hr practical, 2 need to attend more than once to be videoed.
* Only 1 of the clients can be an immediate family member, family friend, spouse, or colleague
* Each session and client will require ***Relevant Documentation &/or Video Footage*** to participate and provide evidence of the hours worked (See below)

**Relevant Documentation for;** Facilitators (Before you start working with clients ensure this documentation is completed – Copies will have to be submitted to AEFL)

* Post Clinic Checklist
* Copy of Insurance (Certificate of Currency)
* First Aid Certificate
* Work With Children (WWC) – If clients under 18yrs
* Disability Workers Screening Check (DWSC) (State Specific) or Police Check
* Signed copy of Ethics and Standards document

**Templates**

As a part of the assessment criteria, facilitators are to provide evidence on their ability to use technology and Microsoft word. Facilitators are required to edit the ***relevant document template*** for their Clients & Other required documents (as listed below). Examples are available with the Level 1 Handbook and will have been discussed at the Level 1 clinic and are available on the website. (See Below)

**Relevant Documentation for Clients & Other Documentation;** required to be submitted

* Clients
	+ Completed Risk Warning Waiver
	+ Completed Service Agreement
	+ Completed Photo Release Form
		- (plus, for anyone else who may have appeared in the footage including the videographer)
	+ Completed EFL Post Session Record (Required for each session)
* Other Required Documents
	+ Horse Data Sheets (for all horses that participated)
	+ Client Assessment Form (Of Facilitator)
	+ Risk Management Form

**Video Footage**

* Max 30 mins of video footage total required.
* Each clip between 3-7 mins.
* Each clip to be labelled (Session #, Client Name, Horse Name, Date of session).
* 3 different clients (2 attending more than once).
* Footage is not to be taken by facilitator.
* Do not change the orientation while filming (portrait/landscape).
* Audio to be clear (explanatory audio over is accepted).
* Upload all video content as a grouped MP4 or Private youtube channel to AEFL Website (See below).

**Insurance**

Insurance can be obtained at a reduced rate through **student membership** of IICT (AEFL are the recognised training provider for EFL for IICT). The insurance is provided by BMS and will give professional indemnity and public liability cover. The **cost varies** by State due to variations in Stamp Duty and GST. When you are ready to start your hours and you choose to be insured by IICT you will require a ***Student Letter***, please contact AEFLptyltd@gmail.com for a copy.

**Upload**

All relevant documentation and video footage should be submitted to the online ***Upload Portal*** within the required timeframe. To upload ***Post Clinic Submission,*** go to [www.efl.net.au](http://www.efl.net.au) – Members Only Tab – ***Upload Portal*** – Follow instructions on how to upload.

Assessment by AEFL will usually be started within 1 month of receipt and Facilitators will be informed of the processes starting via email. Successful completion of Level 1 certificate is dependent on meeting all assessment criteria. Certificates will not be issued until all criteria have been successfully met.

**Support**

For support, please feel free to make contact via email to AEFLptyltd@gmail.com

The website offers templates, information and on how to complete this assessment successfully. For more information about being an AEFL level 1 Facilitator please refer to the Level 1 Handbook.